

CITY OF BURIEN, WASHINGTON
JOB ANNOUNCEMENT

Title: Maintenance Worker III

Dept.: Public Works

FLSA Status: Non-Exempt

Reports to: Street & Stormwater Maintenance Manager

Salary Grade: 520 (\$4,253-5,170/mo.)

Closing Date: 4:00 p.m., November 23, 2010

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under minimal supervision, performs responsible and complex maintenance and repair duties to City streets and storm drainage systems; trains, schedules, assigns, leads, and monitors the work of assigned crew; operates heavy and specialized equipment. Although Maintenance Worker III's are each responsible for a separate section of the division, they can be cross-trained to substitute for one another when needed.

Essential Functions:

- Receives written and oral assignments from supervisor; determines necessary equipment, personnel, material needs, and determines best way to set up job site.
- Communicates assignment to crew; assigns staff to obtain and set up equipment, tools and materials needed to complete assignment.
- Oversees and works with crew responsible for installation and maintenance of storm pipes, traffic vaults and boxes, telemetry cables, manholes, culverts, basins, catch basins, and drains.
- Excavates and maintains ponds.
- Oversees and works with crew responsible for patching and repairing streets, sidewalks, curbs, gutters, stairs, retaining walls, catch basins, driveways and approaches, speed bumps and humps.
- Oversees and works with crew responsible for laying out traffic markings in streets; ensure that paint stripe, thermoplastic markings, pavement markers, buttons, and reflectors are attached appropriately.
- Operates heavy and/or specialized construction equipment.
- Troubleshoots, identifies, and corrects complex installation and maintenance problems.
- Assigns workers to mow and maintain right-of-ways.
- Performs minor repairs and preventative and routine maintenance on City equipment, tools, and vehicles.
- Performs routine safety inspections of equipment.
- Operates equipment including dump truck and trailer, backhoe, grader, roller, snowplow, de-icer distributor, sander, tractor-mower equipment, jackhammer, mower, edger, chain saw, and chipper.
- Assist in development and implementation of the annual maintenance program.
- Train crew in maintenance and safety practices and procedures.
- Ensure tools and equipment are properly maintained and kept in proper working condition.
- Inspect roadways to determine maintenance needs.
- Monitor supply and materials inventory, purchase and coordinate delivery of supplies.
- Prepare and maintain a variety of records and reports.
- Perform routine road maintenance such as brushing and blading, cleaning culverts, grading and reshaping shoulders, clearing debris from the roadway surface; spreading gravel, and removing snow.
- Remove trash from roadways.
- Enters confined spaces.
- Assists with the evaluation of crew members.
- Respond to emergency call-out situations as necessary.
- Performs related duties as assigned.

Secondary Functions

- Serves as a member of the City's emergency response team.
- Applies pesticides.
- Removes dead animals from roadway.
- Perform the duties of lower level maintenance workers.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent operates independently with minimal supervision, determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility

Directly and indirectly leads crew; recommends personnel actions, arranges and provides training; schedules staff; assigns and prioritizes work; assists with performance reviews.

Interpersonal Contacts

Interacts extensively with the other staff and the public.

Specific Job Skills

Knowledge of:

- Methods, tools, equipment, and materials used in the operation, maintenance, and repair of streets and/or storm drainage systems.
- Work hazards and applicable safety precautions.
- Project management.
- Principles of training and providing work direction.

Ability to:

- Consistently demonstrate and actively support the identified values of the City of Burien: Trust, Integrity, Collaboration, Service, Communication, and Excellence.
- Effectively lead, plan, organize, assign and supervise work of department.
- Safely and proficiently operate machines, tools, equipment, and materials used in the maintenance and repair of City streets and storm drainage systems.
- Perform heavy manual labor for long periods of time under a variety of weather conditions.
- Operate heavy and specialized equipment.
- Understand and carry out written and oral instructions.
- Work with cleaning fluids, paints, cleaning agents, and other solutions.
- Follow written and/or verbal instructions.
- Work independently.
- Maintain accurate records.
- Accurately analyze problems and identify solutions.
- Plan and organize work to meet schedules and deadlines.
- Demonstrate attention to detail.
- Meet deadlines.
- Read, interpret, and follow blueprints, schematics, and stakes.
- Communicate effectively, both in writing and orally.
- Establish and maintain cooperative and effective working relationships.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Recognize occupational hazards and utilize standard safety practices.
- Be on call for after hour emergencies on a rotating schedule.

Mental Abilities

Continuous decision making, interpersonal skills, teamwork, creativity, training/supervising, use of discretion, mentoring, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent problem analysis; occasional performance of basic math and occasional customer service.

Physical Abilities

Position requires continuous standing and walking; frequent talking, hearing, handling, feeling, and repetitive motions of hands and wrists; occasional stooping, reaching, bending, and repetitive motions of feet, and rare crawling, sitting, fingering, kneeling, and climbing. Must be able to push, pull, lift, and carry 50 pounds.

Education and/or Experience

Any combination equivalent to: Graduation from high school or GED equivalent AND five years experience in street maintenance involving street repair and construction and/or drainage facilities OR a combination of education, training and practical experience which provides an equivalent background required to perform the work of the position. Supervisory experience preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with CDL Class A certification with satisfactory driving record.
- Possession of, or ability to obtain within three months, a Washington State Flagging card.
- Possession of, or ability to obtain within three months, current First Aid/CPR certification.
- Possession of, or ability to obtain within three months, current work zone safety certification.
- Possession of, or ability to obtain within three months, confined space certification. (Storm Water Maintenance III Workers only.)
- Possession of, or ability to obtain within six months, pesticide application certification.
- Offer of employment is conditioned upon passing a drug test.
- Be on-call for emergency response after normal work hours on a scheduled, rotating basis.

Job Conditions

Work is performed primarily in a field environment and requires travel to a variety of locations to perform work. Employee may be exposed to noise from machinery and equipment operation, to all weather conditions, and to conditions and hazards from obstacles, rough terrains, heights and open trenches associated with construction sites. Employee may be exposed to potentially hazardous materials and equipment, fumes or vapors. Employee may be required to work rare evenings, weekends, and holidays. Position may include contact with dissatisfied or abusive individuals.

Adopted 3/8/10

SELECTION PROCESS

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

TO APPLY

Applications are available on-line at www.burienwa.gov. Candidates **must submit a City of Burien employment application form, resume and cover letter** on-line or to City of Burien, Attn: Human Resources, 400 SW 152nd Street, Suite 300, Burien, WA 98166. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

NOTICES

The City of Burien is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The City of Burien has a no smoking policy in all City facilities and all City vehicles.

AT THE TIME OF AN INTERVIEW, all applicants are required to submit a copy of their driving records. Driving records may be obtained at any Washington State Department of Licensing branch office. This fee is at the applicant's own expense.